

Diabetes Control Program

Department of Health and Social Services - Program 26

I. PROGRAM OBJECTIVES

The objective of this program is to reduce the morbidity and mortality of diabetes and its complications, enhance the quality of life of persons with diabetes; apply demonstrated scientific knowledge into public and clinical practice; and ensure state-of-the-art care for persons with diabetes. The objectives are accomplished through the development of community outreach interventions, implementation of public and professional education programs and widespread distribution of clinical practice standards which translates scientific knowledge into practice.

II. PROGRAM PROCEDURES

The Division of Public Health administers grants to qualified agencies to provide diabetes management activities based on federal requirements outlined in the funding guidelines and state needs as determined by the Division.

The potential grantee is asked to demonstrate a history of providing services to persons with diabetes, and is required to specify goals, objectives, activities, and timelines for implementation, an itemized budget, evaluation mechanisms to address the area(s) identified in the RFP. Quarterly progress and financial reports are required, along with any specified deliverables. Changes in project activities may be required by the Division based on project evaluation, and methodologies for implementing such changes will be developed in consultation with the grantee.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED AND UNALLOWED

Compliance Requirements

Grant funds are to be utilized for specific activities including;

1. Implementation of clinical practice guidelines within the clinical setting i.e., American Diabetes Association Clinical Practice Guidelines, 2001
2. Development/implementation of community outreach -programs that target the medically under served or populations with health disparities; and
3. Development/implementation of public and professional education programs to provide updates in diabetes management.

Grant funds are not to be utilized for activities related to individualized patient services.

Suggested Audit Procedures

- Review:
 1. Contract or final Notification of Grant Award (NGA) including all conditions;
 2. Grant/contract revisions and related transmittal letters;
 3. Licenses, certifications, approvals, status of private nonprofit corporation if applicable;
 4. Budget documents including final revised budget and budget narrative.
- Test financial and related records and determine that funds expended were for purposes specified in the grant/contract; and
- Determine whether expenditures are within the budget limits specified in the grant.

B. ELIGIBILITY

Compliance Requirement

The agency must be a nonprofit or political subdivision meeting the requirement of 7 AAC 78.030.

Suggested Audit Procedure

- Review articles of incorporation or other appropriate documentation, licenses, certifications, and approvals to determine status of agency.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

There are no matching or level of effort requirements.

D. REPORTING REQUIREMENTS

Compliance Requirement

The agency must submit quarterly activity and expenditure reports no later than fifteen days after the close of each quarter.

Suggested Audit Procedures

- Confirm if such reports are being filed timely;
- That reported revenues and expenditures agree with the agency's general ledger; and
- That expenditures are within the budget limits or contract provisions.

Compliance Requirement

Agency audited financial statements must present a statement of revenue and expenditures for each state grant/contract. Such statements must show, for each state fiscal year grant, the final approved budget by line item category; actual revenues and expenditures and variance between budgeted and actual revenues and expenditures. Disallowed or questioned costs must be clearly disclosed.

Suggested Audit Procedure

- Review audited financial statements to ensure proper presentation.

Compliance Requirements

The agency must clearly show on their audited financial statement any outstanding liability to the state as payable to the state. This includes unspent grant funds or disallowed costs.

Suggested Audit Procedures

- Determine whether or not the agency has any outstanding liability to the state; and
- Review audited financial statements to ensure proper presentation.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirement

The agency must act upon any recommendations made by program site review.

Suggested Audit Procedures

- Obtain copy of program site review; and
- determine if recommendations in the site review are being implemented

Modified 5/01